



July 23, 2010

**Director of Food and Beverage
Regina Inn Hotel & Conference Centre
Full-time, Permanent**

ARE YOU LIVELY? With SilverBirch Hotels & Resorts, you can be!

What's In It for You?

- Join our family of supportive team mates who are passionate about service
- "The Perks" including hotel and restaurant discounts
- Growth opportunities within a national multi-brand hotel company
- Industry-leading development and training programs
- Learn and collaborate with the best in the industry
- Proud to be Canadian
- We are lively! Come have some fun with us!

We are looking for a Director of Food and Beverage at the Regina Inn Hotel & Conference Centre in Saskatchewan. As Director of Food and Beverage, your role is to maximize customer satisfaction and hotel profitability by supervising the hotel's Food and Beverage Division, in accordance with the standards of SilverBirch Hotels & Resorts.

Duties and Responsibilities:

- Supervises Outlets, Banquets and Kitchen associates & Managers
- Motivates and evaluates Leaders in order to achieve their departmental goals.
- Works closely with the Director of Sales & Marketing and Catering Manager in order to achieve forecasting accuracy and revenue maximization, in conjunction with Revenue Manager.
- Assists with co-ordination of food & beverage services during functions and events
- Oversees the adherence to Internal Audit Controls in all departments within the F&B Division.
- Ensures that equipment is properly cleaned and maintained and all hygiene standards are met.
- Assists with dealing with customer inquiries/issues to maintain a high standard of customer service.
- Ensures all available tools launched by SilverBirch Hotels & Resorts are implemented as trained, including Forecasting / Scheduling, Menu Engineering and Purchasing.
- Ensures that necessary training takes place in order to motivate associates to achieve star performance and compliance with SPIRIT Standards.
- Develops and maintains Food & Beverage Division budget, maximizing departmental profitability.
- Oversees adherence to the Collective Bargaining Agreement within F&B Division.
- Actively participates in department head meetings and other organizational events.
- Physical requirements of the position include the ability to lift approximately 25-55 lbs.
- Commits to notion of "green" hotels, actively participates in organizational initiatives and seeks out opportunities to reduce, reuse and recycle; is cognizant of and compliant with OH&S related requirements and standards
- Understands customers, builds organizational credibility, develops new revenue sources, encourages up selling through incentives, and works at staying ahead of the competition
- Sets goals and standards while finding solutions that are beneficial to guests and associates, while meeting deadlines.
- Listens to all sides of an issue to achieve a successful solution/resolution
- Recognizes and rewards top performance, is approachable, caring and considerate
- Contributes to the overall strategic goals, initiatives and organizational objectives (i.e. Corporate F&B, Regional and Hotel).
- Fulfill scheduled Manager on Duty shifts.



Preferred Education & Qualifications:

- A certificate/diploma/degree in Hospitality Management or equivalent
- A minimum of 2-5 years full-time senior experience working within a food and beverage department in the hospitality industry
- Smart Serve and Food Safe Certification
- Demonstrated working knowledge of computerized Point of Sales systems, Catering system, Property Management system, Microsoft Word and Excel
- Must possess very high motivational skills and the ability to lead the team with very little supervision
- A proven ability to be comfortable with change and to stay focused dealing with many interruptions
- Displays a positive attitude, maintains enthusiasm and celebrates success

This individual:

- Be well suited to inspirational tasks and the delegating of work to others.
- Be a self-assured and friendly worker with a strong sense of self and a direct approach.
- Be an independent-minded and obstinate worker who wants authority of his/her own and freedom from supervision.
- Be an enthusiastic self-starter who wants to experience new things and ideas. He/She wants to be involved in a variety of assignments.
- Be a high energy, hands on team player and leader.
- Have excellent communication and organizational skills
- Usually focus on the positive aspects of a situation.

If you are interested in joining the liveliest hotels in Canada, each with their own unique sense of place then we want to hear from you! **Please Contact:**

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SILVERBIRCH HOTELS & RESORTS IS SUPPORTIVE OF WORKFORCE DIVERSITY AND ENCOURAGES APPLICATIONS FROM QUALIFIED INDIVIDUALS.